



# *City of Fayetteville*

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CITY MANAGER  
Ray Gibson

CITY CLERK  
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January 5, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: December 28<sup>th</sup> through January 3<sup>rd</sup>

## **CITY ADMINISTRATION**

- HAPPY NEW YEAR!
- Assessed numerous areas throughout the City as a result of the heavy rainfall and flooding.
- Attended the Hood Avenue/Highway 92 Road Realignment Project groundbreaking event on the morning of Tuesday, December 28<sup>th</sup>. City Council and City management were in attendance.
- Attended a site visit with Mayor Pro Tem Ed Johnson on Tuesday, December 29<sup>th</sup> at Deep Forest Subdivision regarding flooding issues on properties located at 140 and 165 Oak Street.
- Spent the morning of Wednesday, December 30<sup>th</sup> at Deep Forest Subdivision assessing the flooding issues throughout the subdivision. Staff from Integrated Science & Engineering met on-site and a brief report was put together outlining some of the problem areas that could be fixed in the short-term.
- Attended a lunch meeting on Thursday, December 31<sup>st</sup> with Finance & Administrative Services Director Mike Bush and other local government managers.
- Began the review of the 108 page Competitive Realities Report prepared by Garner Economics as part of the City's Economic Development Plan/Strategy.
- Prepared for the 2016 City Council Member Inauguration event to be held on January 5<sup>th</sup> at 6:00 PM at New Hope Baptist Church, North Campus.
- Put together a work plan for January of 2016 and

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Continuing to work with the Auditor's to close out FY2015.
- Worked on Year End Submissions to the State such as the CAFR stat and DCA Reports.
- Cleared Quarterly totals for year-end to produce W2s and Affordable Care Act (ACA) reporting documents.

### **Accounts Payable**

- Keyed payment data for 53 invoices and processed payments to 28 vendors.
- Prepared 34 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received six (6) new business applications.
- Issued nine (9) new business licenses.
- Collected \$558.30 for 2015 for new and delinquent licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$24.08 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

### **Payroll**

- QBA Gross Earnings Report for Pay Date: 12/30/2015
  - Check Count: 153
  - Regular Weekly Payroll: 4
- Total Payroll: \$184,958.59

### **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$20,353.08 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for twenty-one (21) new customers.
- Billed out for 3205 customers.
- Issued 0 Purchase Orders.
- Received \$80,177.67 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 3 on 12/31/15 which had 120 delinquent accounts.
  - Out of the 120, 59 accounts called and 56 received tag through mail due to bad or no phone numbers.
  - Account Clerks received about 9 calls from the customers.
  - 86 are showing on the cutoff list for 01/07/16.

### **Human Resources**

- End of year housekeeping was completed.
- Handled a few personnel issues.
- Employment Opportunities
  - Fire Fighter (All Levels): Open until filled
- Resumes from Week December 28 – 31
  - Fire Fighter: 2

- Personnel Report was completed for December 2015.
  - There was 1 employee hired in the month of December in Public Services. There were 0 terminations and 1 resignation in the month of December. There are 3 vacant positions; 1 in police and 2 in fire.
- Turn Over Report for December 2015 on next page

<b>Turn Over Report</b>				
	Resigned	Retired	Terminated	2015
Admin	0	0	0	0
Court	0	0	3	3
Engineering	0	0	0	0
Finance	0	0	0	0
Fire	7	0	0	7
Main Street	0	0	0	0
Planning and Zoning	0	0	0	0
Police	2	0	2	4
Public Works	0	0	0	0
Water	0	0	1	1
Total	9	0	6	15
Average # Employees				149
Current # Employees (FT)				124
Current # Employees (PT)				25
Open Positions				3
Total Employees				152
<b>Turn Over Percentage</b>				<b>10.067%</b>

### **Court**

- # of citations received: 85
- # of warrants issued (FTA & VOP): 0
- # of citations (FTA) sent to DDS: 0
- # of scheduled arraignment cases: 0
- # of scheduled trial cases: 0
- Total amount collected for the week: \$6,579

### **Information Technology**

- GIS Projects
  - Reviewing and adding Asset data (from the county) to the Fayette Visioning Asset map Continued to work on the Asset Map Project.
  - Planning and Zoning Corrections
- Technology Projects
  - New Finance System Purchasing Needs

- Police Technology Projects
  - ICOP Server Maintenance
- Open Records Request
  - DVD Request of Traffic Stops and Investigations: **8**
- Web Site Visits for the Week
  - Total Pages Viewed: **8,029**
  - Total Unique Pages: Viewed **5,895** (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: **56** Seconds
- Top 10 City Web Pages

1.	Official Website Main Page	1,499	18.67%
2.	Jobs	542	6.75%
3.	Police Department	270	3.36%
4.	Solid Waste	251	3.13%
5.	Search Results	249	3.10%
6.	I Want To:	236	2.94%
7.	Government	232	2.89%
8.	Online Payments	215	2.68%
9.	City Residents	205	2.55%
10.	City Departments	199	2.48%

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Completed initial review of first documents received from Garner Economics. The “Competitive Realities Report” (CRR) analyzes the findings from the focus groups, online surveys, and tour of the city; and begins to identify challenges and gaps.

### **Planning & Zoning**

- Discussions with architects for the new Holiday Inn Express and CADDIS healthcare facility on elevation plans for their respective projects in the City.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Met with jazz promoter to explore ideas for a City-sponsored jazz concert this summer.
- The City nominating Committee met to discuss new appointments to the Main Street Board.
- Continued coordination with Atlanta Gas Light regarding repairs and relocation of the gas meter for the Train Depot. The repairs are now scheduled for the week of January 3<sup>rd</sup> due to continued setbacks with inclement weather.
- Continued negotiations/contracts with artists for the 2016 summer concerts.

### **DDA**

- The downtown mural remains at 99% complete. Due to continued inclement weather, now scheduled for completion by January 10.

## **Building**

- Number of Building Inspections Performed: **22**
- Number of Permits Issued: **5**
  - **1:** Demolition
  - **1:** Mechanical
  - **1:** Utility Restoration
  - **1:** Electrical
  - **1:** Plumbing
- Plans Received: **0**

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Cleaned City Hall and the Police Department.
- Responded to a downed tree across Highway 54 during bad weather.

### **Sewage Department**

- Average daily flow treated is 4.207 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Unstopped 1 sewer backup.

### **Stormwater**

- Responded to multiple flooding concerns throughout the City during the rain events.
- Checked storm drains city wide for obstructions during the rain event.

### **Water Department**

- Average daily flow of 1.138 of system demand.
- Repaired 1 water leak.
- Responded to several complaints of water in yards checking for water leaks.
- Worked with emergency contractor to repair broken main on Holly Hill Drive.

### **Utility Locates**

- Located the water and sewer for 14 utility locate tickets.

## **POLICE DEPARTMENT**

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Person Shot:** Piedmont Fayette Hospital. A black male came into the ER with a gunshot wound. FVPD interviewed the subject where it was determined the shooting occurred in Clayton County. CCPD was contacted.
- **Domestic:** Piedmont Fayette Hospital. A male subject grabbed his aunt's arm and left bruises. Witnesses to the incident stated both parties were aggressive toward each other. Both parties were asked to leave the hospital.

- **Threats:** Waffle House South. A female employee was terminated. She later called the business and made threats to kill the manager and burn the building down. Warrants pending.
- **Domestic:** 240 Gwinnett Street. Son was attempting to take his mother's vehicle without permission. Both parties were separated.
- **Theft:** 115 Willow Court. Someone stole cash from Christmas cards that were in the victim's mailbox. The cards were left opened in the mailbox.
- **Intoxicated Person:** 355 N Jeff Davis Drive. A male subject was found walking in the area. He did not live in the area and was arrested for Public Intoxication.
- **Child Abuse:** Creekwood Trail, Medics responded to the scene of a physically abused child. DFACS was notified but would not return phone calls. CID notified. The children were released into the care of their grandmother and the matter is under further investigation.
- **Deceased person:** Chucky Cheese parking lot. An elderly female was found in the driver's seat of her vehicle deceased. Her mentally handicapped granddaughter was inside the vehicle. She told FVPD that her grandmother wanted to take a nap several hours before FVPD was notified. CID notified. No suspicious circumstances at this time.
- Numerous arrests for shoplifting at Wal-Mart (2).
- Numerous traffic accidents. 1 injury reported. None serious
- Numerous traffic related arrests for DUI (3), driving on suspended license (3), and possession of Narcotics (5) and wanted persons located (2).

### **Training Division**

- Inventoried new radios for the new vehicles.
- Continued working on new training calendar.

### **Criminal Investigations**

- Detectives worked diligently on clearing out older cases and following up on leads for current open cases.
- Detectives responded to the person deceased call at Chucky Cheese, this case is open pending the report from the coroner's office.
- Weekly Stats:
  - Investigations assigned **2** cases this week.
  - Investigations cleared **19** cases this week.
  - **1** Call outs for investigators this week.
  - **1** Call outs for crime scene investigators this week.

### **Warrants**

- Warrant officers conducted two court transports and made 3 person contacts.

### **School Resource Officer**

- No activity due to Christmas break.

### **Office of Professional Standards**

- Final preparations were made for the upcoming Active Shooter class for Fayetteville citizens and a press release announcing the class was released.
- An additional press release was disseminated concerning the theft at Betty's Fine Collectibles. The front office answered 150 phone calls, handled 46 walk-ins, released 13 accident reports and 7 incident reports, processed 16 alcohol IDs and 3 impound releases, ran 2 backgrounds, 13 tags and 13 VINs.

### **FIRE DEPARTMENT**

#### **Operations**

- Incidents: Units responded to 56 emergency calls for service during the week. The fire department responded to a total of 2,964 emergency calls in 2015.
- Volunteer: The December 28<sup>th</sup> volunteer meeting was cancelled due to the holidays.
- Incidents: At 8:24 PM on Tuesday, December 28<sup>th</sup>, fire units were dispatched to a report of a commercial building fire at 1510 Hwy. 85 North. The caller reported a vehicle on fire within an auto repair shop. Units arrived to find heavy smoke conditions visible from multiple openings of the steel frame metal building and immediately requested a second alarm assignment. Crews advanced a hose line into the building to extinguish the fire, containing it to the vehicle of origin. There was some heat damage to nearby equipment and significant smoke damage throughout the building. Personnel worked on scene approximately 3 hours to complete ventilation of the 15,000 square foot building and the wood frame office building which abutted the metal building.